



OFFICE OF PROCUREMENT SERVICES  
315 WEST MAIN STREET, SUITE 441  
PO BOX 7800  
TAVARES FL 32778-7800

PHONE: (352) 343-9839  
FAX: (352) 343-9473

[www.lakegovernment.com](http://www.lakegovernment.com)

## **ADDENDUM NO. 1**

**Date: January 28, 2013**

**Request for Proposal (RFP) No. 13-0206**

### **Wellness Way Sector Plan**

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum \_\_\_\_ does X does not change the date for receipt of bids or proposals.

The purpose of this addendum is to provide confirming information to all potential responding vendors in association with the cited Invitation to Bid. The information provided herein summarizes questions submitted by vendors and County responses thereto:

**Question 1:** Tab F – The Similar Projects Form references similar work efforts that have been completed in the last three years for government entities. If a proposer cannot demonstrate 5 similar work efforts that fit these parameters, is this an automatic disqualification – or a reduction in the possible earned points in the evaluation process?

**Answer 1:** Section 1.3 of the RFP governs the evaluation process. Per that Section, proposals tendered by responding vendors will be evaluated based on actual and relative experience with the specific function to be performed.

**Question 2:** Tab F – The Similar Projects Form is it acceptable to demonstrate the similar projects qualification requirements across the entire project team or is this requirement for the lead firm only?

**Answer 2:** The stated experience of the lead firm and any other participants in the project team will be considered.

**Question 3:** Section 1.3 award criteria. How are these criteria evaluated? Is there a point system? If so, is this a weighted system? If so, how is it weighted?

**Answer 3:** The County does not use a point system for evaluation. The evaluation criteria in RFP Section 1.3 are listed in descending order of importance. There are no specific weights assigned to each point of criteria.

**Question 4:** On the Pricing/Certification/Signatures form, can you explain what is meant by “Prompt Payment terms” in the signature box?

**Answer 4:** The vendor should denote if, to what degree, and within what time frame, an invoice can be discounted for payment ahead of the requirements of Florida Statute (example: 2% / 10 days).

**Question 5:** Will the county provide venue and advertising costs for any public workshops or meetings held as a part of the project?

**Answer 5:** Yes, subject to review of reasonableness of advertising cost and approach.

**Question 6:** Can you clarify what exactly the RFP Cover sheet is?

**Answer 6:** The very first page of the RFP is the RFP coversheet.

**Question 7:** The RFP references Florida Statutes when discussing the planning period for this sector plan. Statute Section 163.3245(3)(a)(7) references the “chosen planning period”. Has the County determined what exactly this Sector plan should target for a planning period?

**Answer 7:** The consultant will recommend the planning period after the initial analysis.

**Note: Section 1.1 of the RFP included a typographical error, and should read as follows:**

### **Section 1.1: Purpose**

The purpose of this solicitation is to retain a consultant to prepare and provide a Wellness Way Sector Plan covering an area located in **Lake** County as described within this RFP.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_